

**MEMORANDUM  
OF CALL**

TO: *Bill*

☐ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

OF (Organization)

☐ PLEASE CALL → PHONE NO. CODE/EXT. ☐ FTS

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

**MESSAGE**

*CAMS will pick up the  
communications cost in  
'87 and the out years.  
Call if you have questions*

RECEIVED BY

DATE

TIME

63-109

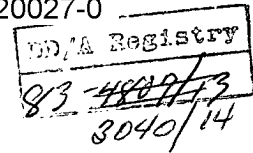
★ U. S. GPO: 1980-311-156/1

*26 APR 1984*  
STANDARD FORM 63 (Rev. 8-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.6

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Date: 14 December 1983

MEMORANDUM FOR: Deputy Director for Administration DD/A REGISTRY  
FROM: William F. Donnelly ☐ FILE: \_\_\_\_\_ STAT  
Director of Communications

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY-83 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: ☐

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